The Basics of Document Accessibility:
A Hands-On Learning Opportunity

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Partners for Inclusive Communities

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About Partners

- Arkansas's UCEDD

- Vision: Inclusion of people with disabilities in community life.

- We collaborate with community partners to promote disability access and inclusion through training, technical assistance, resource development and dissemination, and research.

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What is Digital Access?

Digital accessibility involves the creation of websites, mobile applications and electronic documents that can be easily navigated and understood by a wide range of users.

Typical Barriers in Design

- Videos without captions
- Videos without audio description
- Images with no alt text
- Elements that require a mouse to operate
- PDF files that are saved improperly
- PDF files that are purely images
- Poor contrast

Alternative Ways of Navigating

- Screen readers: Voiceover, JAWS/Fusion, NVDA
- Magnification Software
- Braille display
- Voice recognition software
- Keyboard only navigation
- Other mouse alternatives

Common Barriers in Documents

- Images with no alt text

- Poor contrast

- Links that are not descriptive

- Lack of heading structure

- Text that is not clear or large enough

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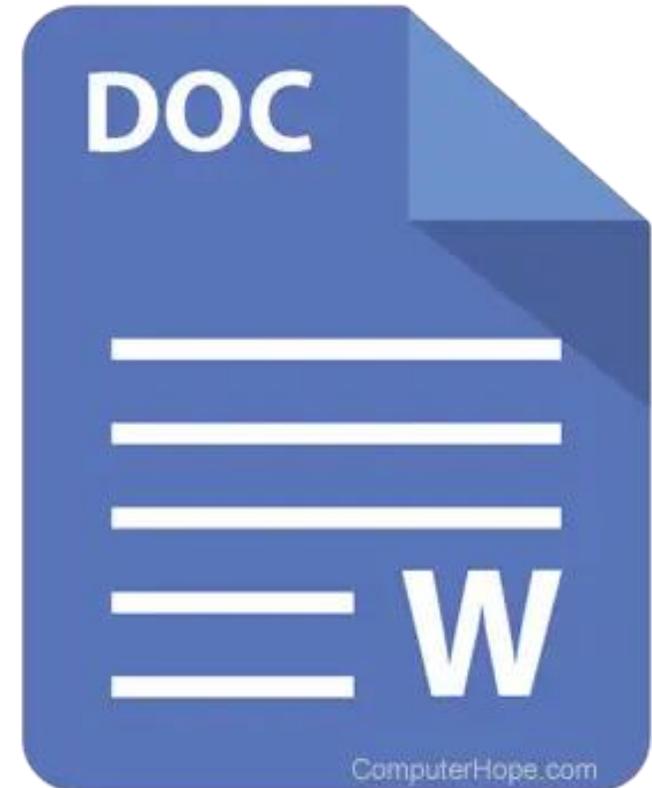
What we'll cover today:

1. Adding structure using headings.

2. Adding alt text to images.

3. Creating meaningful links.

Screen Reader User Experience

YouTube Video

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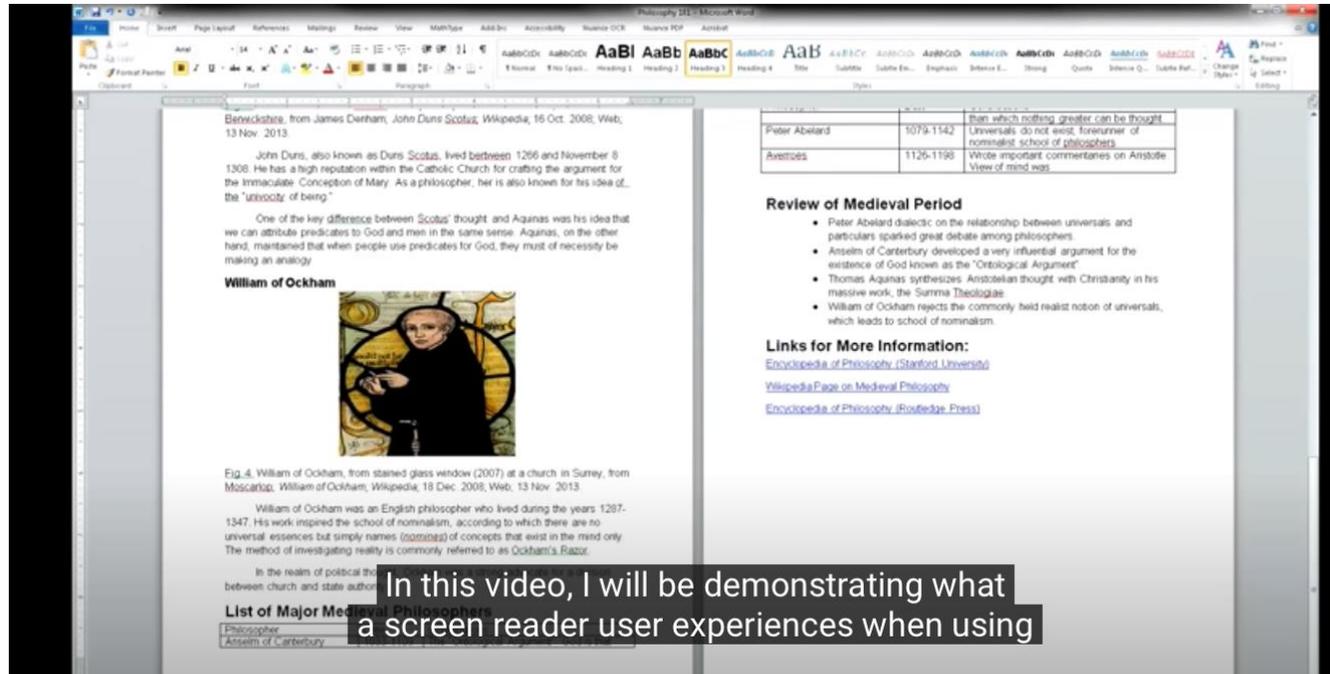
Using Headings to Provide Structure

- Headings provide structure to your document.

- Using normal text and applying styles such as larger size, different color, or bolder text does not create a true heading.

- Don't use headings when you don't need a true heading.

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How to Add Headings

- Highlight the text
- Click on the appropriate heading

- Or use keyboard shortcuts
  - PC: Control+Alt+1
  - Mac: Command+Option+1

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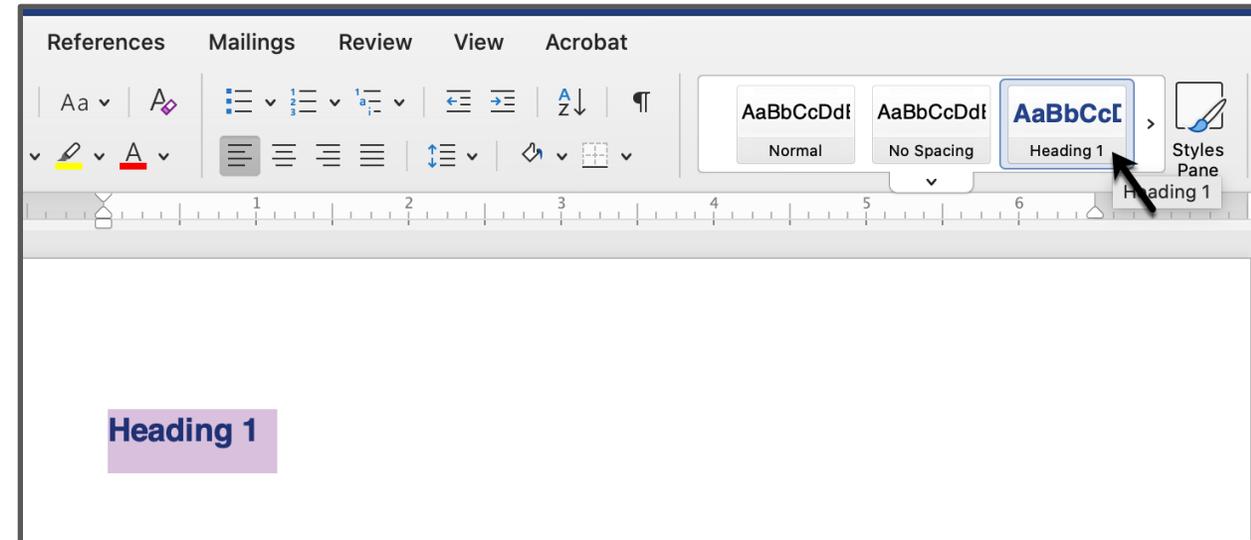
Modify Headings

- Modify a heading by:
  - Right clicking on the heading in the styles group and choosing modify OR
  - Change the heading in your document and choosing Update Heading to Match Selection

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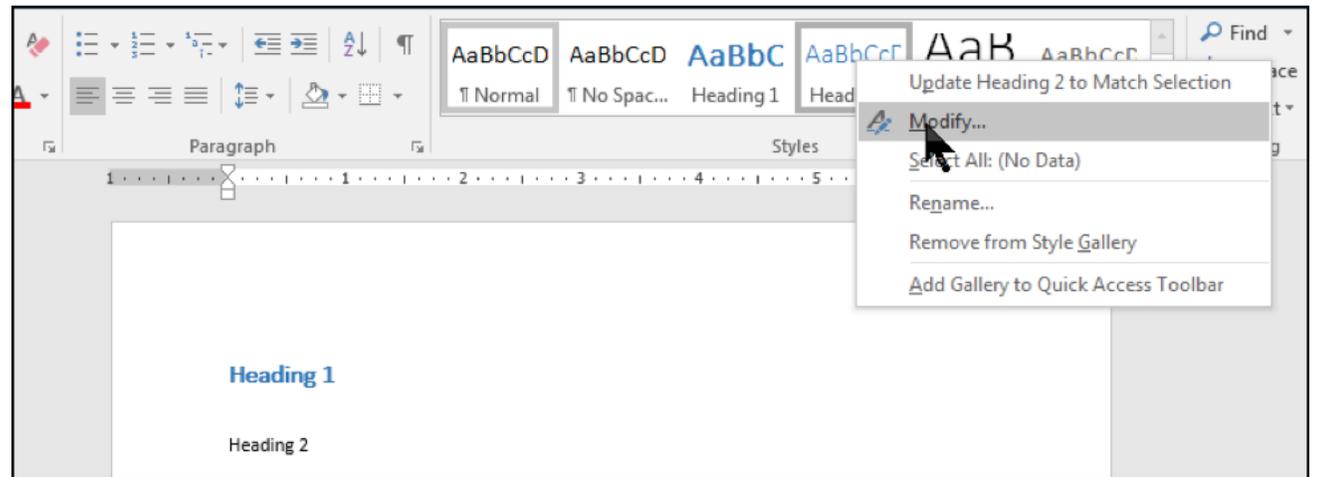
Alt Text:

a text description of an image (or other non-text content)

Also called:

alternative text, image description

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A Pomeranian wearing glasses looks down at an open book.

Making Images Accessible with Alt Text

- Without alt text, a screen reader user will not know what an image is.

- The screen reader will just say "graphic"

- Describe what is in the image. No need to say "image of" or "picture of"

How to Add Alt Text

- Right click on the image
- Choose Edit Alt Text
- (In older versions, you may choose Format Picture)
- Write the description in the box that appears to the right of the document.

Purely Decorative Image

- Images that do not add anything to the content

- Images that are redundant to the content

- Images that are visual separators
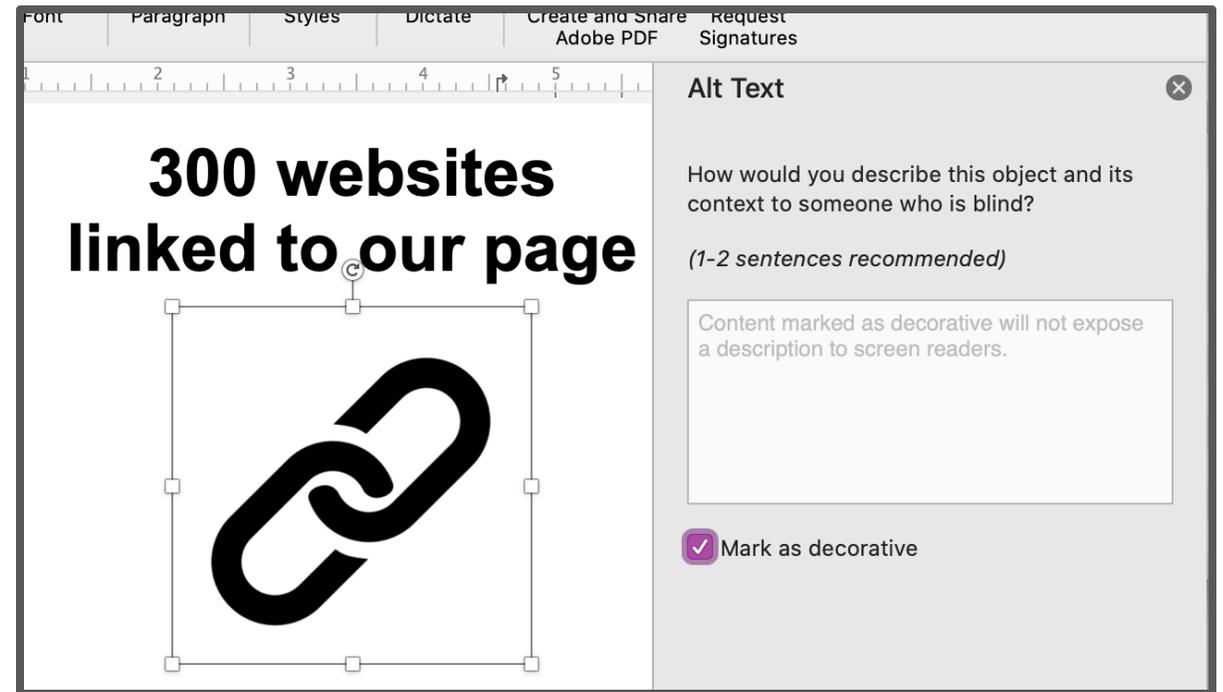
More Complex Images

- Brief alt text description with longer description within the text of the document.

- Brief alt text description of the image with a section at the end of the document for long descriptions.

Website Accessibility Assessment of All Organizational Sites

5%
30%
20%
45%

- Fewer than 2 errors on page
- 3 to 5 errors on page
- 6 to 10 errors on page
- More than 10 errors on page
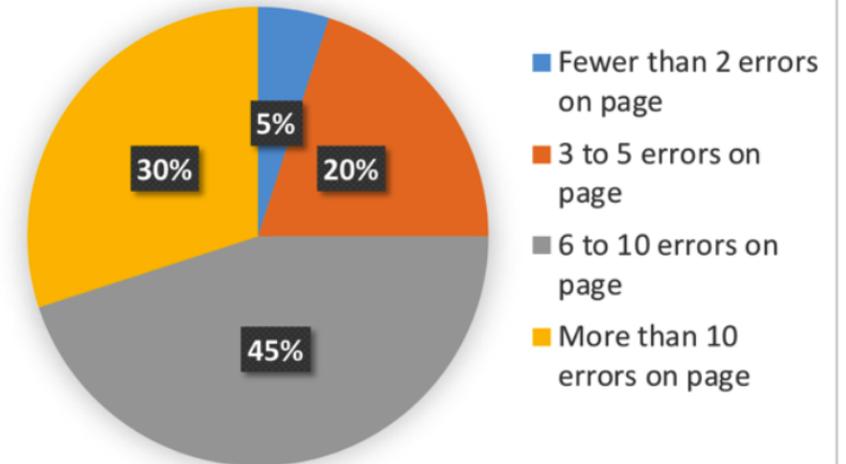
Chart 1. Website Accessibility Assessment of All Organizational Charts. Findings from the assessment indicate the following: 5% of organizational websites had fewer than 2 errors on the home page; 20% had 3 to 5 errors; 45% had 6 to 10 errors; and 30% had more than 10 errors on the home page.

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Next week is Accessibility Awareness Week!

[Click Here](#) for the schedule of events!

The keynote presenter will be Joe the Accessibility Guy… **[more](#)**

Learn more here:
https://news.edu/articles/48227434526/accessawarenessweek

Accessibility Awareness Week Flyer **[DOC](#)** | **[PDF](#)**

Share this video announcement on your social media channels!
https://www.youtube.com/watch?v=20sfh2falahiflws

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Accessibility Awareness Week

Next week is Accessibility Awareness Week! Below you will find all of the resources you need to learn more about the week's activities and to advertise the event with others.

[Schedule of Events](#)

[Keynote Speaker - Joe the Accessibility Guy](#)

[News Article: Accessibility Awareness Week at Anytown University](#)

[Accessibility Awareness Week Flyer (DOC)](#)

[Accessibility Awareness Week Flyer (PDF)](#)

[Accessibility Week Announcement (YouTube)](#)

Creating Meaningful Links

- Instead of: https://exploreaccess.org/post-12314134131343134134/

- Use this: Latest Post: Creating Meaningful Links

- Instead of this: Click here to learn about accessible documents

- Use this: Learn more about accessible documents.

- Instead of this: Annual Report (PDF, DOC)

- Use this:
  - Annual Report (PDF)
  - Annual Report (DOC)

If Printing the Document...

- [Latest Post: Creating Meaningful Links](https://exploreaccess.org/post-123141341313413413/) (https://exploreaccess.org/post-123141341313413413/)

- Or use a shortened URL

More Accessibility Considerations

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Choosing Fonts and Font Size

- Choose fonts that are clear and easy to read

- Print in 12-point or larger.

- Have an electronic version of your document available

- Use **ALL CAPS**, **SMALL CAPS** or *italics* sparingly

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Creating Accessible Data Tables

- Choose Table > Insert > Table (Not "Draw Table")
- Highlight top row
- Right click and choose "Row" tab
- Check the box "Repeat as header row at the top of each page"
- Make sure table has same number of rows and columns

Other Things to Avoid

- Creating lists without using the bulleted or numbered list tool
- Using full justification
- Using text boxes
- Placing important information in header, footer and watermarks
- Adding multiple space by using the return key
- Presenting data in rows without using a table

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Using the Accessibility Checker

- Select Review Ribbon
- Click on Accessibility Checker
- Panel opens to the right

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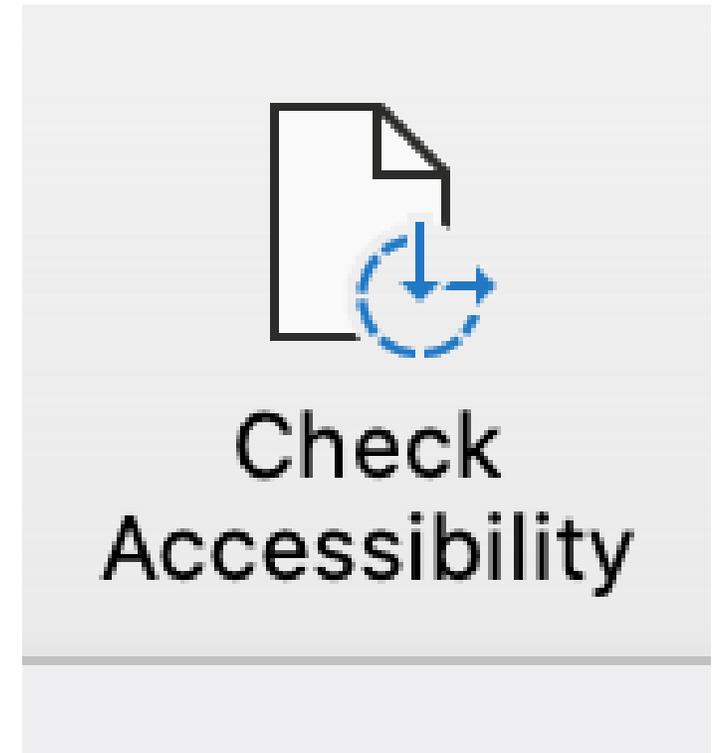
Save as PDF

- Always "Save As" PDF instead of Printing to PDF

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Suggested Resources

- **Explore Access: Creating Accessible MS Word Documents**

- **NCDAE Cheat Sheet: MS Word**

- **University of Washington: Creating Accessible Documents in Microsoft Word**

- **WebAIM: Microsoft Word - Creating Accessible Documents**

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